

OFFICE OF STATE BOARD OF HEALTH OF NEW YORK,

ALBANY, October 28, 1881.

*To Boards of Health and**Local Registering Officers :***Rules to be Observed in the Public Registration of Deaths, Births and Marriages,
and in the Regulation of Burials.**


THE CERTIFICATE OF DEATH.—Immediately after a death it is required that the householder, or some other person present and best acquainted with the record of the deceased, shall fill out, or cause to be written, all that is needed to be inserted in the blank spaces of the first **10** lines of the death certificate. The certificate, so written, must be presented to the medical attendant, or, in case there has been no medical attendant, must be taken directly to the nearest officer of the Board of Health, or to a Justice of the Peace, who will cause the proper **medical certificate** of the cause of death to be completed in the blank spaces on and under the **11th** line of the certificate. This duty should be attended to **within 24 hours after death**, and the certificate, thus completed, must be presented to the Permit officer of the Board of Health, or to the Town Clerk, for the Burial Permit. Such Certificate of Death must be presented, and the Burial Permit issued, at least twelve hours before the appointed time for the funeral or removal of the corpse.

THE BURIAL PERMIT.—This Permit must go with the corpse to the place of burial. It is to be retained by the Keeper of the Cemetery until called for by the Board of Health.

THE TRANSIT BURIAL PERMIT.—When the corpse is to be removed beyond the county in which the death occurs, the **Transit Permit**, which has two coupons, perforated for removal as required, will be used in accordance with the rules printed on the Permit. This will secure the uninterrupted and unquestioned right of transportation of such corpse to the place of burial, wherever that may be.

A rule to be observed in the Burial of those who die of Acute Contagious Diseases.—No public funeral, no opening of the coffin, and no transportation (unless in a sealed metallic or lead-lined coffin) by public carriers beyond the nearest appropriate burial place, should be permitted in the case of those who die of diphtheria, scarlet fever, measles or typhus. The corpse should be wrapped in strong disinfectants until buried.

THE DEAD-BORN:—Still-Births.—An infant born dead must be certified as a still-birth, and will be buried as any other corpse, and must have a Burial Permit. The certificate of a *still-birth* will be kept in the local registering office, but will not be recorded with other deaths, nor with births. You will report monthly, in your regular returns to the State Board, the number of Still-Births.

 **Careful attention to these duties relating to the immediate procuring of Certificates of Death and the issue, thereupon, of the Burial Permit, will prevent any delays and inconvenience in the removal and burial of the dead.**

BIRTH CERTIFICATES AND THE BIRTH REGISTER.—The physician, or whoever attends professionally at a Birth, is required to make out the certificate and forward it to the local registering officer. If there is no professional attendant, then one of the parents, or the head of the house where the birth occurs, should make out and attest the certificate, and forward it to the registering officer, as soon as practicable, or within three days, at the latest, after the birth. The "Given" or "Fore" name should be certified and registered as soon as given, and it can be sent, by the local registrar, to the State Board of Vital Statistics, at any time within six months. The Town Clerk and Health Officer will supply the card and instructions for making such return of the delayed name of the infant.

MARRIAGE RECORDS.—On the day of a marriage, and while the proper witnesses are present with the married couple, the record should be made out and signed by them according to the forms required by the State. *The person who legally solemnizes or attests the marriage ceremonial, must certify his official act, in the prescribed form,*

after which it is his duty to make sure that the record and certificate are placed in the hands of the local registering officer within three days after the marriage.

N. B.—The public registration must be made in the place (Town, Village or City,) in which the event—to be recorded—occurs.

RECORDS OF PREVALENT DISEASES.

The laws require that every local Board of Health shall report to the State Board every case of small pox and varioloid, and the facts relating to epidemic, infectious and prevalent diseases; and it is made the duty of each local Board to receive, and examine into, the complaints made by any inhabitant concerning causes of danger or injury to the public health. Each local Board has power to take whatever action is necessary to prevent the spread of dangerous diseases, and the laws require that the State Board of Health shall give any necessary information and advice in such duties.


REPORTS TO THE STATE BOARD OF HEALTH.

The State Board of Health is required to receive and give attention to reports from local Boards of Health; and the laws also require that local Boards shall make reports and give information whenever called upon by the State Board.

Regular monthly returns and reports of all records (certificates of Births, Deaths and Marriages,) are required to be made to the State Bureau of Vital Statistics, at the office of the State Board of Health, at Albany, on the 15th of every month, to comprise all the certificates of Birth, Death and Marriage that have been received and registered in or for the preceding calendar month. The State Bureau furnishes suitable blanks and envelopes for this purpose, and each local registrar will have returned to him the full amount of postage or expressage that he has paid. Envelopes, postage, and any publication which the State Board has for the use of local officers, will be sent, on application to the Secretary.

FEES AND OTHER COMPENSATION.

The Board of Supervisors may fix the compensation and may regulate the registration in any county where said Board takes action in accordance with chap. 512, of 1880; but *the local Board of Health in every city, village and town in the State is charged with the duty of making the registration complete, and providing regulations for the burial of the dead, and designating officers who shall issue the Burial Permits*; and the cost of such service, under direction of the Boards of Health, shall not exceed fifty cents for each record. The average cost thus far is less than fifty cents. Every Board of Health is authorized by chap. 431, of 1881, to assume the entire direction of registration and the regulation of burials, etc.; and where the county has not already enacted a local law to provide for the service by a general charge upon the county, this new law makes it a general charge upon the Town, Village, or City whose Board takes these duties in hand.

 **The blank certificates should be distributed in stitched packets to every physician, clergyman, magistrate and midwife, according to their respective professional duties.** Using the State Board's stereotype plates, fresh supplies of them, stitched in packets to suit, can be obtained at the bare cost of printing and paper, at any time and in any quantity required.

Blanks on a durable kind of paper for TRANSCRIPTS of individual records from any one of the three Registers, are furnished to any persons who require them.

The INDEX BOOK, to accompany the Registers, will be ready January 1st, 1882, and will be forwarded at cost, to the Registering Officers, on their application. The Registered records should be completely *Indexed* at the close of the year.

RECORD-CARDS, (Nos. 22, 30, 31-32,) for distribution and use by Health Officers, Physicians and Registrars, will be sent to them on application.

Respectfully,

ELISHA HARRIS, M. D.,

Secretary of the State Board of Health,
Superintendent of Bureau of Vital Statistics.